**DBS APPLICATION PROCESS FOR MIP PLACEMENT TRAINEES**

The trainee is required to provide 3 items of ID to MIP who will check these and make the application for the trainee for their DBS certificate. MIP uses Stockport Council as the umbrella body who will check the application and put it forward to the government department. The cost is a £12 fee to MIP and £56 to Stockport Council.

For these items of ID please note:

1. All documentation should be current and original documents. Photocopies cannot be accepted.

2. In the first instance please provide items with your photograph identity.

3. At least one document should state your date of birth.

4. At least one document should show your current address

5. Documents printed from the internet - e.g. internet bank statements - are not acceptable. Only original bank statements can be accepted.

6. Foreign equivalents of identity document are not accepted if that the document is listed as UK on the list of valid ID documents.

**ALL APPLICANTS MUST INITIALLY CONSIDER ROUTE ONE**

**Route One:**

For this route please provide one document from the documents listed in Group 1, and two further ID items from either Group 1 or 2a or 2B.

If you are unable to produce a document from Group 1 you should move to Route 2.

If the applicant isn’t a national of the UK and is applying for voluntary work, they may need to be fingerprinted if they can’t show these documents.

**Route Two**

If you cannot provide any documentation from Group 1, then you must use Route 2 but this is only to be used if it is impossible to process the application through Route 1. Please note that there may be an additional charge as an external ID validation service is used to check an applicant’s identity.

For Route 2 please provide:

i. 1 document from the documents listed in Group 2A, PLUS

ii. 2 further documents from either Group 2A or 2B.

At least one of the documents must show your current address.

If an applicant is unable to produce the required type, number and combination of ID documents, (or fails the external ID validation check) then you should proceed to Route 3.

If the applicant isn’t a national of the UK and is applying for voluntary work, they cannot use Route 2.

**Route 3:**

Route 3 can only be used if it is impossible to process the application through Routes 1 or 2.

To satisfy the requirements of Route 3, an applicant must be able to show:

i. A birth certificate issued after the time of birth (UK and Channel Islands),

ii. 1 document from Group 2a and;

iii. 3 further documents from Group 2a or 2b. At least one of the documents must show the applicant’s current address.

If the applicant cannot provide these documents they may need to be fingerprinted.

SEE THE ATTACHED LIST SHOWING THE ID DOCUMENTS IN GROUPS 1, 2 AND 2B.

January 2022

**LIST OF ID DOCUMENTATION**

|  |  |
| --- | --- |
| **GROUP ONE - PRIMARY ID DOCUMENTS** | |
| **Document** | **Notes** |
| Passport | Any current and valid passport |
| Biometric residence permit | UK |
| Current driving licence photocard | UK, Isle of Man and Channel Islands (full or  provisional) |
| Birth certificate - issued within 12 months of birth | UK, Isle of Man and Channel Islands –  including those issued by UK authorities  overseas, eg embassies, High Commissions and HM Forces |
| Adoption certificate | UK and Channel Islands |

|  |  |
| --- | --- |
| **GROUP 2A - TRUSTED GOVERNMENT DOCUMENTS** | |
| Document | **Notes** |
| Current driving licence photocard (full or provisional) | All other countries outside the UK (excluding Isle of Man and Channel Islands) |
| Current driving licence – (full or provisional) - paper version (if issued before 1998) | UK, Isle of Man and Channel Islands |
| Birth certificate - (issued after time of birth) | UK, Isle of Man and Channel Islands |
| Marriage/civil partnership certificate | UK and Channel Islands |
| Immigration document, visa or work permit | Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non UK country in which the role is based |
| HM Forces ID card | UK |
| Firearms licence | UK, Channel Islands and Isle of Man |
|  |  |

**\*All Driving Licences must be valid**

continued over the page:

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| **GROUP 2B - FINANCIAL AND SOCIAL HISTORY DOCUMENTS** | | |
| **Document** | **Notes** | **Issue Date & Validity** |
| Mortgage Statement | UK | Issued in the last 12 months |
| Bank or Building Society Statement | UK and Channel Islands | Issued in the last 3 months |
| Bank or Building Society Statement | Issued by countries outside the UK | Issued in the last 3 months – branch must be in the country where the applicant lives and works |
| Bank or building society account opening confirmation letter | UK | Issued in the last 3 months |
| Credit Card Statement | UK | Issued in the last 3 months |
| Financial statement, eg pension or endowment | UK | Issued in the last 12 months |
| P45 or P60 statement | UK and Channel Islands | Issued in the last 12 months |
| Council Tax Statement | UK and Channel Islands | Issued in the last 12 months |
| Letter of sponsorship from future employment provider | Non-UK - valid only for applicants residing outside of the UK at time of application | Must still be valid |
| Utility Bill | UK | Issued in the last 3 months  NOTE - MOBILE PHONE BILLS ARE NOT ACCEPTABLE. |
| Benefit statement, eg Child Benefit, Pension | UK | Issued in the last 3 months |
| Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC | UK and Channel Islands | Issued in last 3 months |
| EEA National ID card | - | Must still be valid |
| Irish Passport Card | Cannot be used with an Irish Passport | Must still be valid |
| Cards carrying the PASS accreditation logo | UK, Channel Islands and Isle of Man | Must still be valid |
| Letter from head teacher or college principal | UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided | Must still be valid |